

25 August 1960

MEMORANDUM FOR: Chief, Cartography Division
✓ Acting Chief, Geography Division
Acting Chief, Map Library Division

SUBJECT: Statement of CIA Affiliation on W-2 Forms

REFERENCE: CIA Notice 20-661-1, dated 4 August 1960

1. In complying with the above-referenced Notice, ORR has decided to show CIA employment on W-2 forms for all personnel not falling into any one of the following categories:

- a. Any individual for whom a foreign TDY is planned;
- b. Any individual for whom a permanent change of station is planned;
- c. All professional employees in St/FM;
- d. Any employees who are currently under cover related to specific assignments or some anticipated utilization in the near future;
- e. A few individuals who for a variety of reasons have been blocked in the Agency personnel records so that their employment in CIA is not identifiable.

2. Using the above criteria as a guide, and supplementing it with any special conditions applicable to specific employees, it is requested that you categorize all of your employees into the two groups of (a) those who should be identified as CIA employees on the W-2 forms; and (b) those whose [REDACTED] should be continued as at present. These lists should be sent into my office no later than COB, 30 August.

3. If there are any uncertainties as to which category an individual should be placed in, I will discuss this with you individually on a case-by-case basis.

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[REDACTED]
Chief, Geographic Research

Distribution:

1 - Each Division Chief

2 - Ch/G